



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No.
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division Motor Vehicle Inspection Unit 959 E. Confederate Ave., Atlanta, Ga. 30316		DEC 21 1973	73-597 JAN 17 1974
		4. Person to Contact	
		5. Working Title Supervisor	6. Tel. No. 6072

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1973	9. Exact Series Title Inspection List and Correction Slip File
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10. What is the function of the office in which this record series is created?
- The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Motor Vehicle Inspections

Includes Only: (MVI Form 2) Standard M.V.I. Inspection List and correction slip.

File arranged: Numerically by Service Station number.

ATTACH SAMPLES OF THE FILE

EQUIPMENT AND FILE	No. of Drawers	No. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	No. Ft. of Records
Letter-size File Drawers	1	1.5		4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6 feet	
			AVERAGE DAILY REFERENCES	4	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
M.V.I. Station Copy. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 1 Month:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Month, then:

- ☒ Hold in the current files area 1 month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(☒) Concur () Nonconcur *Capt. D. T. McLeod*
Supervisor, M.V.I. Unit

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Omia Lee S. Wilson</i>	12-11-73	<i>[Signature]</i>	12-11-73
26. Recommendations in paragraph 25 are: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Nixon</i> <i>Carrule T. Hart</i> <i>R. R. R. R.</i>	1-2-74 12-28-73 1-15-74

STATE RECORDS
COMMITTEE